

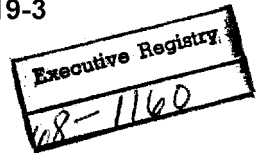
JAMES M. HANLEY, N.Y., CHAIRMAN
DAVID N. HENDERSON, N.C.
MORRIS K. UDALL, ARIZ.
CHARLES H. WILSON, CALIF.
WILLIAM D. FORD, MICH.

PHILIP E. RUPPE, MICH.
GLENN CUNNINGHAM, NEBR.
JAMES A. MCCLURE, IDAHO

EX OFFICIO:
THADDEUS J. DULSKI, N.Y.
ROBERT J. CORBETT, PA.

House of Representatives, U.S.

SUBCOMMITTEE ON POSITION CLASSIFICATION
OF THE
COMMITTEE ON POST OFFICE AND CIVIL SERVICE
Washington, D.C. 20515



Honorable Richard Helms
Director
Central Intelligence Agency
Washington, D. C. 20505

MAR 7 1968

Dear Mr. Helms:

Pursuant to section 8 of H. Res. 209, the House Post Office and Civil Service Committee voted to conduct a study of civilian position classification systems in the Executive Branch of the Federal Government. The study is to be undertaken during the second session of the 90th Congress.

Certain responsibilities for the conduct of the study have been assigned to the Position Classification Subcommittee, of which I am Chairman. The Subcommittee plans to conduct its assigned parts of the study in cooperation with the departments and agencies responsible for the administration of the various classification plans and employee organizations having members subject to the plans.

The objective of the study is to determine whether the Federal position classification systems are meeting the needs of the Federal Government, as intended by the legislation establishing them; are well administered; are equitable to the employees affected, to the Government as an employer, and to the taxpayers.

The study will require the Committee staff to inquire into the history and background leading to the establishment of each position classification system; the procedures and operations involved in the application of each system; the maintenance of each system; the views of administrators and employees concerning the usefulness and the adequacy and fairness of each system.

It is obvious that to meet the responsibilities involved in a study of this scope, the cooperation and assistance of the departments and agencies and employee organizations will be needed. Therefore, I am requesting that you designate a person responsible to you to act as liaison with the Committee staff, in providing information and assistance on matters affecting your department, during the conduct of the study. Please notify the Committee as soon as possible who your liaison will be.

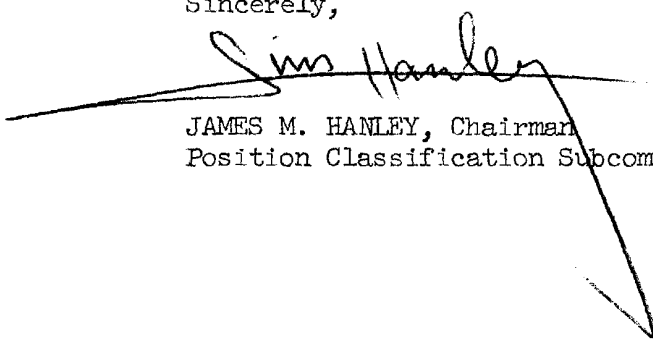
Honorable Richard Helms - 2

Notification should be directed to Mr. Joseph E. Winslow, Staff Consultant, Committee on Post Office and Civil Service, Room 207 Cannon House Office Building, Washington, D. C. 20515.

The Post Office and Civil Service Committee desires to conduct the study in such a manner that the resulting findings and recommendations will form a sound basis for updating and improving Federal position classification systems to meet present and foreseeable needs of the Government.

The cooperation and assistance of you and your agency as needed in the conduct of the study will be deeply appreciated.

Sincerely,



JAMES M. HANLEY, Chairman
Position Classification Subcommittee

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE		INITIALS
1	The Director				<i>W</i>
2	Mr. Warner		8 Mar 68		
3	DD/S				
4					
5					
6					
<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	PREPARE REPLY
	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	RECOMMENDATION
	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>	RETURN
	CONCURRENCE	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	SIGNATURE
Remarks:					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.					DATE

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	DDS		
2			
3			
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
Remarks: <div style="margin-left: 40px;">Mr. Warner does not believe this needs to be answered. Can be handled orally.</div>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
OLC 7 D 01			8 Mar 68
UNCLASSIFIED	CONFIDENTIAL	SECRET	

COMMITTEE ON POST OFFICE AND CIVIL SERVICE

THADDEUS J. DULSKI, New York, *Chairman*
David N. Henderson, North Carolina
Arnold Olsen, Montana
Morris K. Udall, Arizona
Dominick V. Daniels, New Jersey
Robert N. C. Nix, Pennsylvania
Joe R. Pool, Texas
William J. Green, Pennsylvania
James M. Hanley, New York
Charles H. Wilson, California
Jerome R. Waldie, California
Richard C. White, Texas
William D. Ford, Michigan
Lee H. Hamilton, Indiana
Frank J. Brasco, New York

Robert J. Corbett, Pennsylvania
H. R. Gross, Iowa
Glenn Cunningham, Nebraska
Edward J. Derwinski, Illinois
Albert W. Johnson, Pennsylvania
James T. Broyhill, North Carolina
Daniel E. Button, New York
William L. Scott, Virginia
Philip E. Ruppe, Michigan
James A. McClure, Idaho
Fletcher Thompson, Georgia

STANDING SUBCOMMITTEES

MANPOWER AND CIVIL SERVICE

(Room B-370(b), Rayburn Building—Ext. 2821)

DAVID N. HENDERSON, North Carolina, *Chairman*

Charles H. Wilson, California	<i>H. R. Gross, Iowa</i>
Richard C. White, Texas	<i>Edward J. Derwinski, Illinois</i>
Lee H. Hamilton, Indiana	<i>James T. Broyhill, North Carolina</i>
Frank J. Brasco, New York	

Ex Officio Voting Members

Thaddeus J. Dulski, New York *Robert J. Corbett, Pennsylvania*

POSTAL RATES

(Room 345, Cannon Building—Ext. 4054)

ARNOLD OLSEN, Montana, *Chairman*

Morris K. Udall, Arizona	<i>Albert W. Johnson, Pennsylvania</i>
Dominick V. Daniels, New Jersey	<i>Glenn Cunningham, Nebraska</i>
Robert N. C. Nix, Pennsylvania	<i>Daniel E. Button, New York</i>
Joe R. Pool, Texas	

Ex Officio Voting Members

Thaddeus J. Dulski, New York *Robert J. Corbett, Pennsylvania*

COMPENSATION

(Room 343, Cannon Building—Ext. 6832)

MORRIS K. UDALL, Arizona, *Chairman*

James M. Hanley, New York	<i>Daniel E. Button, New York</i>
Jerome R. Waldie, California	<i>Albert W. Johnson, Pennsylvania</i>
William D. Ford, Michigan	<i>Philip E. Ruppe, Michigan</i>
Lee H. Hamilton, Indiana	

Ex Officio Voting Members

Thaddeus J. Dulski, New York *Robert J. Corbett, Pennsylvania*

RETIREMENT, INSURANCE, AND HEALTH BENEFITS

(Room 343, Cannon Building—Ext. 6833)

DOMINICK V. DANIELS, New Jersey, *Chairman*

David N. Henderson, North Carolina	<i>James T. Broyhill, North Carolina</i>
Joe R. Pool, Texas	<i>Albert W. Johnson, Pennsylvania</i>
William J. Green, Pennsylvania	<i>Fletcher Thompson, Georgia</i>
James M. Hanley, New York	

Ex Officio Voting Members

Thaddeus J. Dulski, New York *Robert J. Corbett, Pennsylvania*

POSTAL OPERATIONS

(Room B-345(b), Rayburn Building—Ext. 3718)

ROBERT N. C. NIX, Pennsylvania, *Chairman*

Arnold Olsen, Montana
William J. Green, Pennsylvania
Jerome R. Waldie, California
Richard C. White, Texas

Glenn Cunningham, Nebraska
H. R. Gross, Iowa
Edward J. Derwinski, Illinois

Ex Officio Voting Members

Thaddeus J. Dulski, New York
Robert J. Corbett, Pennsylvania

POSTAL FACILITIES AND MODERNIZATION

(Room 345, Cannon Building—Ext. 4054)

JOE R. POOL, Texas, *Chairman*

Dominick V. Daniels, New Jersey
Charles H. Wilson, California
William D. Ford, Michigan
Frank J. Brasco, New York

Edward J. Derwinski, Illinois
William L. Scott, Virginia
Fletcher Thompson, Georgia

Ex Officio Voting Members

Thaddeus J. Dulski, New York
Robert J. Corbett, Pennsylvania

CENSUS AND STATISTICS

(Room B-345(b), Rayburn Building—Ext. 3718)

WILLIAM J. GREEN, Pennsylvania, *Chairman*

Arnold Olsen, Montana
Robert N. C. Nix, Pennsylvania
Jerome R. Waldie, California
Richard C. White, Texas

William L. Scott, Virginia
James A. McClure, Idaho
Fletcher Thompson, Georgia

Ex Officio Voting Members

Thaddeus J. Dulski, New York
Robert J. Corbett, Pennsylvania

POSITION CLASSIFICATION

(Room 345, Cannon Building—Ext. 4054)

JAMES M. HANLEY, New York, *Chairman*

David N. Henderson, North Carolina
Morris K. Udall, Arizona
Charles H. Wilson, California
William D. Ford, Michigan

Philip E. Ruppe, Michigan
Glenn Cunningham, Nebraska
James A. McClure, Idaho

Ex Officio Voting Members

Thaddeus J. Dulski, New York
Robert J. Corbett, Pennsylvania

United States
House of Representatives

COMMITTEE ON
POST OFFICE AND CIVIL SERVICE

THADDEUS J. DULSKI
CHAIRMAN

NINETIETH CONGRESS
FEBRUARY 21, 1967

STUDY OF SYSTEMS FOR THE CLASSIFICATION OF FEDERAL POSITIONS

I. AREAS OF STUDY

PURPOSE OF STUDY: ARE THE EXISTING SYSTEMS SUITABLE FOR MODERN
GOVERNMENT PROGRAMS?

*A. Description of existing systems, including a brief history, discussion
of principal current problems, etc.;*

- General schedule
- Postal field service
- Foreign Service
- VA Department of Medicine and Surgery
- Civilian commissioned services
- Wage board system
- Other (public law jobs, AEC, TVA, etc.)

B. Thorough examination of the GS system:

- The role of Congress
- The role of the Commission
 - Policy development
 - Standards
 - Inspections and corrective actions
 - Appeals
 - Centralized approval of key positions
- The role of the agencies:
 - Establishing new positions
 - Maintaining classification on a current basis
 - Appeals
- Recent developments:
 - Better meshing of placement and classification aspects
 - "Impact of man"
 - "Job engineering" for maximum utilization
 - Correcting job fragmentation
 - Pay flexibilities
 - Enlisting participation of line managers
- Use of position classification in other phases of management;
- Effect of position classification on career development: Are
additional flexibilities needed?
- Grade structure
- Exclusions and inclusions
 - Jurisdictional coverage, i.e., wage board supervisors and posi-
tions common to many agencies

C. Thorough examination of the PFS system:

- The role of Congress
- The role of the Commission
- Appeals
- The role of the Post Office Department
- Grade structure
- Basis for classifying positions
- Lack of career opportunities
- Effect of unique nature of postal work

C. Through examination of the PFS system—Continued

- Examine need for excluding jobs common to all agencies from general schedule
- Examine need for excluding the pay for blue collar jobs in PFS from Federal wage system

D. Other systems:

Thorough examination of systems in—

- Foreign Service
- VA Medicine
- Civilian commissioned services; i.e., Public Health Service and any others
- Wage board systems
- Other systems established by public laws:
 - TVA
 - AEC
 - Selective Service
 - Other

E. The issue of uniformity versus diversity:

- Should the general schedule (or some modification) be extended to one or more of the other systems or parts of systems, or, conversely, should parts of the present general schedule be broken out?

Advantages and disadvantages of these alternatives

F. "Rank in the man" versus "Rank in the job":

- An up-to-date discussion of these apparently conflicting methods, showing advantages and disadvantages of each
- Which is more effective for mission accomplishment?
- Which provides management a better control over grade distribution, work assignments, etc.?

G. Relationship of classification plans to—

- Promotion plans
- Career opportunities
- Executive assignment system
- Whitten amendment and other legal restrictions

H. Possible solution:

- Can the best features of the present diverse systems be merged into an overall plan, responsive to agency needs but under appropriate central guidance?

I. Findings

J. Recommendations:

- Role of the Congress
- Role of the Civil Service Commission
- Role of the departments and agencies

II. CONDUCT OF STUDY

A. Leadership, organization, and personnel resources:

Under direction of the Subcommittee on Position Classification
Working committee

Full-time executive director (if possible someone not now
working for department or agency)

Staff detailed from departments and agencies

Steering and review committee—Representatives of—

Legislative branch

Executive branch

Employee organizations

Private sector

Consultants

Industry

Other governmental jurisdictions

Advisory and liaison

Bureau of Budget executive officers

Civil Service Commission Inter-Agency Advisory Group

Government employee organizations

Other

B. Time schedule:

Final report ready 1 to 2 years from beginning of study

O